

ADMINISTRATIVE - INTERNAL USE ONLY

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 1-75

2 January 1975

TO: All Training Officers of the Agency

INTRODUCTION TO MICROGRAPHICS

This popular Seminar will be offered again to provide personnel basic information on micrographics technology and its application to a wide range of information handling problems.

The two-day session will cover:

- . Image Recording Techniques
- . Microforms and Formats
- . Indexing Methods
- . Readers and Reader-Printers
- . Computer Output Microfilm (COM)
- . Micropublishing/Microrepublishing
- . Development of Agency Applications

The Seminar is open to all, but it will be of particular interest to the following personnel: potential users of microforms, component Records Officers, Administrative Officers and Assistants, Section and Branch Chiefs, Planning Officers, and Registry Personnel.

Dates : 22, 23 January 1975

Place : Room 1E-78 Headquarters

Time : 0900-1600 hours

Registration: Enrollment is limited. Submit Form 73, "Request for Internal Training," to ISAS/MPB, Room 710 Magazine Building.

Additional information: On course content, call Micrographics Program Branch on

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